

HISTORIC RESOURCES COMMISSION OF ASHEVILLE & BUNCOMBE COUNTY
APPLICATION FOR MAJOR WORK CERTIFICATE OF APPROPRIATENESS
and
PRELIMINARY PLANS REVIEW FOR NEW CONSTRUCTION

Application Date _____

Address of Property _____ PIN _____
Zoning _____ Use _____
Applicant Name _____ Telephone Number _____
Mailing Address _____
Property Owner ____yes ____no If not, specify relationship to project _____
Owner Name _____

Project Type

(check those that apply)

Preliminary Review _____

Final Review _____

Landscaping

____fence
____trees

Major Maintenance

____new roof
____gutters

Building

Rehabilitation

____doors
____windows

New

Construction

____utility bldg.
____new bldg.

Demolition or

Relocation

____demolition
(Please list materials
to be removed)

____driveway/parking

____storm windows/doors

____siding

____other

____other

____siding

____porch/stairs

Additions

____move building

____porch/stairs

____artificial siding

Flexible

Development

____setbacks
____other

____masonry

____other

____foundation

____roof

____soffit/eave/gutters

____other

____kitchen

____bedroom

____porch

____other

Signage

____new sign
____lighted
____other

(requires additional
application)

Project Description (DESCRIBE PROJECT FULLY; ATTACH ADDITIONAL PAPER IF NEEDED)

Supporting materials attached? ____yes ____no

Read carefully and sign:

- Applicant should become familiar with applicable design guidelines before completing application.
- Complete application must be received in HRC Office, room 505, Asheville City Building, 21 days before Commission meeting to be scheduled for review.
- Complete application consists of this form (filled out and signed) and sufficient supporting materials to adequately describe the project (see checklist and consult with HRC staff to determine what will be required).

The undersigned signifies that the above is true.

Name _____

Date _____

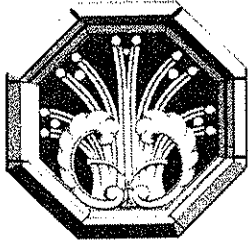
Historic Resources Commission of Asheville & Buncombe County
PO Box 7148, Asheville, NC 28802
828-259-5836

\$50 Residential project fee paid _____ (date)

\$75 Commercial project fee paid _____ (date)

2/23/2007

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HISTORIC RESOURCES COMMISSION OF ASHEVILLE & BUNCOMBE COUNTY
CERTIFICATE OF APPROPRIATENESS
APPLICATION CHECKLIST

Thank you for your application for a Certificate of Appropriateness (CA). **The Historic Resources Commission (HRC) meets the second Wednesday of every month at 4 p.m., Asheville City Hall (70 Court Plaza), 1st floor, North conference room.** All applications must be submitted to the Planning Department at least twenty-one days prior to the HRC meeting. **Applications are due by 5 p.m. on Tuesday, three weeks before the Wednesday Commission meeting.**

The HRC requires several elements of visual information in order to conduct its review. It is the applicant's responsibility to provide adequate photographs, architectural plans, and other materials to enable the HRC to understand the proposal and its impact on the surroundings. The HRC may defer applications if presentation materials are not sufficient to evaluate the proposal. **All of the below mentioned items must be submitted. Each item must indicate what is being shown and be labeled with the address of the project.**

MATERIALS REQUIRED FOR MAJOR WORK

- ☐ **Photographs** – several different photos of the building must include:

- ☐ The front of the building, including the roofline (even if the work is to be done on the back of the building)
- ☐ All other sides of the building [structure, lot], including the rooflines
- ☐ The area where the work is to be performed
- ☐ If windows and/or doors are to be replaced, a close-up shot of existing windows and doors
- ☐ Streetscapes and the surrounding buildings in context with the project

You must submit a complete set of 4 x 6 color or black and white photographic prints listed above. In addition, you must submit 18 copies of your submitted photographs. The additional 18 copies can be computer generated or photocopied.

- ☐ **Architectural drawings** – detailed and dimensioned drawings showing both the existing elevation and the proposed changes to the building, structure or site. Drawings must be to scale, with sufficient clarity and detail to show the character of the proposed work. Each elevation that will be affected must be shown.
- ☐ **Floor plan** – drawing should be to scale and show the proposed floor plan for the project.
- ☐ **Site plan** – must show property lines and adjacent structures if your project is an addition, deck, fence or wall, driveway or other site alterations to scale.

YOU MUST SUBMIT 18 COPIES OF THE ABOVE MATERIALS

Your drawings should be collated, folded and stapled into 18 packs, with the application form as the top sheet of each pack. They should be no larger than 10" x 13" when folded. Architectural drawings should be on paper no larger than 11" x 17" unless necessary to show detail.

- ☐ **Samples of exterior materials** – samples must be submitted with documentation and manufacturer's specifications and warranties for the proposed materials. Also please submit samples of proposed colors if known.

MATERIALS REQUIRED FOR NEW CONSTRUCTION (All new construction projects require a Preliminary Review by the HRC prior to Final Review for the Certificate of Appropriateness)

- ☐ A streetscape (storyboard) depicted with either photos, renderings or line sketches of neighboring houses that **must show** scale and massing of the new structure in context of the streetscape. Include the scale used.
- ☐ Detailed and dimensioned construction drawings, including the floor plan. Sketch Plan OK for Preliminary **(18 copies)**
- ☐ *All* new construction projects require a detailed site plan as described above. **(18 copies)**
- ☐ Samples of exterior materials, as detailed above.

NEW CONSTRUCTION
ADDENDUM TO CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Owner _____
Street Address _____
Address _____
City, ST, Zip _____

Phone _____
Fax _____
District _____
Tax Parcel _____

Project Description: Check all that apply

- ☐ Primary Structure ☐ Secondary Structure

USE:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Single family | <input type="checkbox"/> Office | |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Institutional | |

PRIMARY MATERIALS:

- ☐ Wood
 ☐ Wood Shingles
 ☐ Rectangular
 ☐ Fishscale
 ☐ Sawtooth
 ☐ German siding
☐ Brick
☐ Stone
☐ Concrete Block
☐ Stucco/Pebbledash
 ☐ smooth stucco
 ☐ pebbledash
☐ Slate
☐ Hardi-Plank
☐ Metal
☐ Glass Panels
☐ Other _____

GABLES, DORMERS, ETC.:

- ☐ Wood
 ☐ Wood Shingles
 ☐ Rectangular
 ☐ Fishscale
 ☐ Sawtooth
 ☐ Other _____
☐ Brick
☐ Stone
☐ Concrete Block
☐ Stucco
☐ Slate
☐ Hardi-Plank
☐ Metal
☐ Glass Panels
☐ Pebbledash
☐ Other

Orientation of primary surface mtl:

- ☐ Horizontal
☐ Vertical
☐ Diagonal
☐ Other

Orientation of secondary surface:

- ☐ Horizontal
☐ Vertical
☐ Diagonal
☐ Other

TRIM & ORNAMENTATION / ARCHITECTURAL DETAILS

- | | | |
|--|---|--|
| <input type="checkbox"/> Decorative siding | <input type="checkbox"/> Cornices | <input type="checkbox"/> Moldings |
| <input type="checkbox"/> Half timbering | <input type="checkbox"/> Brackets | <input type="checkbox"/> Corner boards |
| <input type="checkbox"/> Fishscale | <input type="checkbox"/> Lintels | <input type="checkbox"/> Window & door surrounds |
| <input type="checkbox"/> Sawtooth | <input type="checkbox"/> Brick patterns | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Frieze | |

VENTILATION:

- | | | |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> gable | <input type="checkbox"/> peaked | <input type="checkbox"/> triangular in peak |
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> square | <input type="checkbox"/> soffit |
| <input type="checkbox"/> rectangular | <input type="checkbox"/> decorative | <input type="checkbox"/> roof |
| <input type="checkbox"/> circular | <input type="checkbox"/> louvered | <input type="checkbox"/> foundation |

ROOF**Shape**

- ☐ Flat
 - ☐ Gable
 - ☐ Front
 - ☐ End
 - ☐ Multi# _____
 - ☐ Hip
 - ☐ Gambrel
 - ☐ Shed
 - ☐ Box cornice
 - ☐ Open cornice
 - ☐ Exposed rafter ends
 - ☐ Facia boards
 - ☐ Gutters
 - ☐ Built in
 - ☐ Applied
 - ☐ Downspouts
 - ☐ Copper
 - ☐ Aluminum
 - ☐ Vinyl
 - ☐ Rain deflector
- Overhang _____

Pitch

Primary _____
Secondary _____
Other _____

Materials

- ☐ Composition
(asphalt/fiberglass)
- ☐ Standing seam tin
- ☐ Pressed tin
- ☐ Metal shingles
- ☐ Slate
- ☐ Synthetic slate
- ☐ Built-up
- ☐ Clay tiles
- ☐ EPDM

Color

- ☐ Primary _____
- ☐ Secondary _____
- ☐ Other _____

Features:

- ☐ towers
- ☐ Lightning rods
- ☐ spire
- ☐ cupola

Dormers:

Total # _____
Front elevation # _____
windows _____
Window shape

- ☐ Rectangular
- ☐ Arched
- ☐ Palladian
- ☐ Other _____

☐ Vent
Roof shape

- ☐ Shed
- ☐ Gable
- ☐ Hip
- ☐ Eyebrow

Surface mtl: _____
Roof mtl: _____

Chimneys:**Materials**

- ☐ Brick
- ☐ Stucco
- ☐ Other _____

Type

- ☐ End
- ☐ Interior
- ☐ cap

MECHANICAL EQUIPMENT:**HVAC**

- ☐ Side yard
- ☐ Rear yard
- ☐ Window
- ☐ Roof

Skylights

- ☐ Flat
- ☐ Hipped
- ☐ Concave
- ☐ Size _____

Misc.

- ☐ Small satellite dish
- ☐ Large satellite dish
- ☐ TV antennae
- ☐ Solar panels

FOUNDATIONS:**Type**

- ☐ Slab
- ☐ Raised slab
- ☐ Frame – height _____

Materials

- ☐ Brick
- ☐ Concrete block
- ☐ Stucco

- ☐ Piers
- ☐ Lattice
- ☐ Stone

STREET FACING ENTRANCE/PORCH

Balustrade / Railing

- ☐ Wrought Iron
- ☐ Wood
 - ☐ turned
 - ☐ 2x2
 - ☐ 2x4
 - ☐ Other _____
- ☐ Vertical orientation
_____ o.c.
- ☐ Other orientation

Ceiling (if applicable)

- ☐ None
- ☐ T/G
- ☐ Plywood
- ☐ Other

Roof Material

- ☐ Standing Seam Tin
- ☐ Built up
- ☐ Single ply
- ☐ Shingle
- ☐ Slate
- ☐ Copper
- ☐ Other _____

Flooring

- ☐ Tongue & Groove
- ☐ Decking Boards
- ☐ Concrete
- ☐ Brick
- ☐ Tile
- ☐ Other _____

Stairs

- ☐ Wood
- ☐ Brick
- ☐ Concrete block
- ☐ Tile
- ☐ Other _____
- ☐ Handrail
- ☐ Wood
- ☐ Metal

Foundation Type

- ☐ Brick
- ☐ Concrete block
- ☐ Pier
- ☐ Lattice
- ☐ Stone

Supports / Columns

- ☐ Turned
- ☐ Classical
- ☐ Fluted (round)
- ☐ 4x4
- ☐ 6x6
- ☐ Chamfered
- ☐ Wood
- ☐ Paired
- ☐ Brick
- ☐ Tapered wood
- ☐ Other _____

Accessibility Ramp

- Located at:
- ☐ Street front
 - ☐ Side
 - ☐ Rear

Materials

- ☐ Wood
 - ☐ Metal
 - ☐ Concrete
- Slope _____
- Railing _____

FENESTRATION

Windows:

Groupings- front elevation

- ☐ Singles
- ☐ Pairs
- ☐ Triples

Groupings – all sides

- ☐ Singles
- ☐ Pairs
- ☐ Triples
- ☐ Other _____

Materials:

- ☐ Wood
- ☐ Metal
- ☐ Glass Block
- ☐ Other

Style:

- ☐ Fixed
- ☐ Double hung
- ☐ Casement

Storm windows:

- ☐ Aluminum
- ☐ Triple-track
- ☐ Wood
- ☐ Wood
- ☐ Color
- ☐ Screens
 - ☐ Wood
 - ☐ Aluminum
 - ☐ Full
 - ☐ Half
- Dimensions _____

Orientation

- ☐ Vertical
- ☐ Horizontal

Doors:

- ☐ Single
- ☐ Double
- ☐ Revolving
- ☐ Other _____

Materials:

- ☐ Metal
- ☐ Glass
 - Size _____
 - Shape _____
 - # lites _____
- ☐ Sidelights # _____
- ☐ Transom
 - Shape _____

Color

Body 1 _____

Body 2 _____

Trim _____

Accent _____

Roof _____

Glazing _____

SITE PLAN

Please complete the following and indicate each element clearly on the proposed site plan.

Dimensions of lot _____

Square footage of lot _____

Existing features (identify on plan and describe proposed changes)

Trees larger than 8" dia. At 4' level _____

Fences (type) _____

Retaining walls (ht/mtls) _____

Sidewalks _____

Drive cuts _____

Shape of building _____

Dimensions of building _____

Primary elevation (width) _____

Secondary elevation (depth) _____

Other _____

Building footprint _____ Square Feet

Height of building _____

of stories _____

Peak to grade _____

Corners to grade _____

Floor level to grade _____

Chimney height _____

Other _____

Lot coverage _____

Primary structure _____

Secondary structure _____

Parking _____

of parking spaces required _____

Regular _____

Handicapped _____

Paving material _____

Lighting _____

Trash Containers/Dumpster

(side & rear only, screened)

Primary Street elevation _____

Secondary Street elevation _____

RHYTHM

Structure

bays wide _____

bays deep _____

Surrounding properties (same side of street-if corner lot include 2 properties opposite corner)

Front setbacks _____

Spacing between structures _____

Width of structures _____

Proposed setbacks

Front setback _____

Rear setback _____

Left side setback _____

Right side setback _____

Distance

Curb to Right of Way @ front _____

Curb to Right of Way @ side _____

SITE PLAN TO SHOW RELATIONSHIPS W/ SURROUNDING STRUCTURES:

- Distance between proposed structure and surrounding structures on same block face; corner lots to include 2 adjacent properties.
- Width between surrounding structures on adjacent blocks
- Width of surrounding structures

Lighting (on building)

fixture styles (provide sketch or brochure)

color _____

height _____

Signage

☐ Wood

☐ Metal

☐ Other _____

Height of lettering _____

Color _____

Lighting of sign _____

Square footage _____

Landscaping – indicate all plants/shrubs around structure and parking areas